



Board Finance Committee Meeting
Hasani Council, Chairperson
Thursday, November 18, 2021
5:30pm

Committee Report

Location	Date	Time
WebEx	November 18, 2021	5:30pm
Board Members		
Hasani Council		Asia J. Norton
Committee Liaison & Superintendent Representative		
Valerie Wilson		Jose Fuentes (6:20PM)
Other District Staff		
Havier Nazario		Elvis Matos
Imani Moody		Shirley Zachary
Pablo Canela		Wilma Davis
Sherelle Spriggs		Lisa Nicholas
Guests		
Meeting Summary		
<p>The Finance Committee convened for its monthly meeting on Thursday, November 18, 2021, at 5:35 pm. All Committee Members listed above were in attendance. The meeting began with School Business Administrator, Valerie Wilson discussed the agenda items as reflected in these minutes.</p> <p>Elvis Matos, Director of Budget, spoke about the FY 21-22 Quarterly Forecast. He gave details on revenues, expenditures, and expenses. According to the Transition Plan, there will be three quarterly forecast: November 2021, February 2022, and June 2022. Assistant School Business Administrator, Imani Moody discussed the Impact of Covid-19 to Student Transportation Increase in Cost and Decrease in Vendor Availability for Field Trips. It can take up to two weeks for Office of Pupil Transportation to secure transportation.</p> <p>Valerie Wilson, School Business Administrator, discussed several topics, such as the Federally Funded ESSA and ESEA Programs, designed to improve and make progress towards student achievement. The Extended Day Enrichment Services Award includes a summer program for students within the Newark School District. At East Side High School, elevators are dilapidated and need repair and modernization. Other discussion topics were the Renewal of Mentoring Professional Development Services which is provided to staff and to support positive youth development. Document Cameras are used in classrooms to enable student and teacher learning engagement.</p> <p>To conclude the meeting, SBA Wilson gave information on ARP/ESSER II Spending, Enrollment Memorandum of Understanding, the Budget calendar, the Budget Committee members and meetings, and the Election Calendar. SBA Wilson also spoke about the lease update for 155 Jefferson Street and the St. Chasimir's locations.</p> <p>The meeting adjourned at 7:11 pm.</p>		

Finance and Operations

Item: Preschool Education Aid (PEA) Annual Preschool Operational Plan Update SY 2022-23	
Lead(s): Valerie Wilson, School Business Administrator	Priority: Strategy:

Comments:
The Newark Board of Education - Office of Early Childhood request approval of its 2022-2023 New Jersey Preschool Educational Aid Annual Preschool Operational Plan Update for School Year 2022-23. The Annual Preschool Operational Plan includes the proposed 2022-2023 District Enrollment and Planning Workbook of 2021-22 Actual Enrollment and 2022-23 Projected Enrollment.

Item: Newark Board of Education Operating Account Checks - October 2021	
Lead(s): Valerie Wilson, School Business Administrator	Priority: 1 Strategy: 1.2

Comments:
The attachments are being received and reviewed on a bi-weekly basis. It accounts for the amount of checks and the date of the checks.

Item: Secretary Report - September 2021	
Lead(s): Valerie Wilson, School Business Administrator	Priority: 1 Strategy: 1.2

Comments:
The Secretary account are in balance and reconciled.

Item: Treasurer Report - September 2021	
Lead(s): Pablo Canela, Executive Controller	Priority: 1 Strategy: 1.2

Comments:
The Treasurer accounts are in balance and reconciled.

Item: Transfer Report - September 2021	
Lead(s): Pablo Canela, Executive Controller	Priority: 1 Strategy: 1.2

Comments:
The Transfer accounts are in balance and reconciled.

Item: Payroll Summary for 9/24/2021, 9/29/2021, 10/8/2021 and 10/22/2021	
Lead(s): Pablo Canela, Executive Controller	Priority: 1 Strategy: 1.2

Comments:
Payroll is issued every two weeks. The summaries reflected on the attachments are all of the information associated with the pays for those specific periods and months.

Item: TechConnect Laptop Donation	
Lead(s): Pablo Canela, Executive Controller	Priority: 6 Strategy: 6.2

Comments:
TechConnect has awarded the Newark Board of Education a total of 30 Chromebook HP Laptops (\$9,697.54) and 30 Sony Stereo Headphones with Microphones (\$659.74). The purpose of this donation is to support education at University High School and to be used at the discretion of the school.

Item: Donation of Basketball Shoes from Good Sports	
Lead(s): Pablo Canela, Executive Controller	Priority: 6 Strategy: 6.2

Comments:

Good Sports is a national non-profit that donates brand new sports equipment to programs in high-needs communities across the country. Good Sports is providing 307 pairs of women’s Under Armour basketball shoes with a value of \$15,871.90 to benefit 15 NBOE elementary and high school girls’ basketball programs at a value of \$15,871.90.

Item: Resolution to Accept- Delta Dental of New Jersey Foundation, Inc.	
Lead(s): Valerie Wilson, School Business Administrator	Priority: 1 Strategy: 1.1

Comments:

Newark Board of Education was awarded \$6,378 for the Dental Academy program at Central High School from the Delta Dental of New Jersey Foundation, Inc. The purpose of the grant is to provide support for students at Central High School in the Dental Academy program. The program period for this grant is November 1, 2021 through June 30, 2022.

Item: Resolution to Accept- Shoes for Soles	
Lead(s): Valerie Wilson, School Business Administrator	Priority: 6 Strategy: 6.1

Comments:

Amerigroup, a premier HealthCare company in New Jersey since 1996, has partnered with Shoes for Soles, a nonprofit organization created in 2016 focused on providing shoes for those in need. Amerigroup, in partnership with Shoes for Soles, is sponsoring a shoe drive event to provide shoes and socks to 500 students in need living in the North Ward of Newark valued at approximately \$12,500. The donation is for the 2021-2022 school year.

Item: Resolution to Accept: United Planet Virtual Exchange Global School Network	
Lead(s): Valerie Wilson, School Business Administrator	Priority: 6 Strategy: 6.2

Comments:

The United Planet Chapters is a non-profit located in Boston, Massachusetts, with a mission to promote peace and tolerance through the global collaboration of unrepresented youth with the potential of promoting economic growth and shared prosperity. The United Planet Chapters has awarded the Newark Board of Education a Virtual Chapter Classroom to Classroom Exchange program, valued at \$5,000, where students will gain 21st-century skills, develop an entrepreneurial mindset and critical thinking skills to solve today’s issues and strengthen civic engagement for the 2021-2022 school year.

Item: ESSA-ESEA Consolidated Application Amendment- FY 2022	
Lead(s): Valerie Wilson, School Business Administrator	Priority: 1 Strategy: 1.1

Comments:

Every Student Succeeds Act (ESSA), a reauthorization of the Elementary and Secondary Education Act (ESEA), is a federally funded program designed to improve student achievement and reform elementary and secondary education throughout the United States. The New Jersey Department of Education allocates to the Newark Board of Education a total allocation of \$31,928,899 through the Every Student Succeeds Act (ESSA) for the project period of July 1, 2021, through September 30, 2022.

Item: Authorization of District Travel	
Lead(s): Valerie Wilson, School Business Administrator	Priority: 1 Strategy: 1.1

Comments:

The district identifies professional development activities that are provided through conference, conventions, and workshops. The professional development costs, which includes registration, transportation, lodging, meals and reimbursement as per the attached list is \$72,698.26.

Purchasing	
Item: Change Order 3 to Elevator Modernization at East Side High School Contract 9028RR	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: Strategy:

Comments:

The Newark Board of Education awarded a contract to West End-KBB, LLC., 14 Bridgewater Dr., Suite D, Oceanport, NJ 07757 for Elevator Modernization at East Side High School at the August 6, 2020 Board Meeting in the amount of \$1,567,999.00 without a requested contingency allowance. The Newark Board of Education approved change order 1 for a ten percent contingency allowance in the amount of \$156,799.90 (10%) and a change order in the amount of \$82,232.41 for installation of a new Energy Management and Power Delivery (EMPD) Panel at the June 22, 2021 Board Meeting.

Item: Award of Bulk Waste Pick-Up and Disposal Solicitation 9392	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 1 Strategy: 1.1

Comments:

In response to the COVID-19 National Declaration of Emergency, bids were received electronically on Friday, October 29, 2021, after public advertisement for Bulk Waste Pick-Up and Disposal. The contract shall be for a two-year period from the date of award, with an option to extend the term of the contract for one successive two-year period with Giordano Company, Inc., Newark, NJ, at an annual cost not to exceed \$680,000.

Item: Award of Toilet Partitions and Related Supplies Contract 9259	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 1 Strategy: 1.5

Comments:

In response to the COVID-19 National Declaration of Emergency, bids were electronically received on Thursday, October 14, 2021, after public advertisement for Toilet Partitions and Related Supplies. Venders: Benco, Inc. Fairfield, NJ 23 items at a cost not to exceed \$111,669.54 and Modulex Partitions Corp. Hillside, NJ 9 items at a cost not to exceed \$28,512.00

Item: Award of Service, Repair, and Installation of Gymnasium Equipment Contract 9420	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 1 Strategy: 1.5

Comments:

In response to the COVID-19 National Declaration of Emergency, bids were received electronically on Friday, October 29, 2021, after public advertisement for Service, Repair, and Installation of Gymnasium Equipment. The contract shall be for a two-year period from the date of award, with an option to extend the term of the contract for one successive two-year period with Tri-State Folding Partitions, Chestnut Ridge, NY, at a cost not to exceed \$450,000.

Item: Renewal of Design Consultant Services for Emergent and/or Capital Projects Contract 8973R2

Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 1 Strategy: 1.5
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Comments:

After publicly advertising for Design Consultant Services for Emergent and/or Capital Projects in accordance with N.J.S.A. 18A:18A-4.5 the Newark Board of Education accepts and approves venders at an amount not to exceed one million five hundred thousand dollars. The contract terms are for a one-year period commencing November 27, 2021 through November 26, 2022 with CTS Group Architecture Planning PA, Lan Associates, The Architects Alliance and DIGroup Architecture.

Item: Award of Repair of Damaged Exterior Wall at Lincoln School Solicitation 9430	
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Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 1 Strategy: 1.5
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Comments:

The Newark Board of Education wishes to award a contract for Repair of Damaged Exterior Wall at Lincoln School to the lowest, responsive, and responsible bidder, Spartan Construction, Inc., 399 Oak St., Suite C, South Amboy, NJ. The award amount is the base bid of one hundred twenty-two thousand dollars; an additional 20% in the amount of twenty-four thousand four hundred dollars is requested for a contingency allowance.

Item: Environmental Engineering and Licensed Site Remediation Professional (LSRP) Services Purchasing Reference 9444	
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Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 1 Strategy: 1.1, 1.5
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Comments:

The Newark Board of Education desires to continue the Environmental Engineering and Licensed Site Remediation Professional Services. The award of a term contract for Environmental Engineering and Licensed Site Remediation Professional Services for a one-year contract commencing with the date of award in accordance with N.J.S.A.18A:18A-5a Distinct Engineering Solutions, Inc., North Brunswick, NJ at a cost not to exceed \$3,743,750.

Item: Construction Advisory Services for Energy Savings Improvement Program (ESIP), Facility Condition Assessment (FCA) and Long Range Facility Plan (LRFP), and Science, Technology, Engineering & Math (STEM) Purchasing Reference 9441	
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Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 1 Strategy: 1.5
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Comments:

The Newark Board of Education seeks to secure the services of an experienced construction advisor with documented success to assist with facilitating the ongoing Energy Savings Improvement Program, Facility Condition Assessment, Long Range Facility Plan, and Science, Technology, Engineering & Math projects. This project is for a two-year period commencing with the date of award with the option to renew for one additional two-year period as follows: Cross Creek Solutions, LLC, Rumson, NJ at an annual cost not to exceed \$120,000.

Item: Award of Cafeteria Paper and Plastics III Contract 9434	
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Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 1 Strategy: 1.1
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Comment:

In response to the COVID-19 National Declaration of Emergency, bids were electronically received on Tuesday, November 16, 2021, after public advertisement for Cafeteria Paper and Plastics III. The contract term is for a one-year period from the date of award, with the option to renew for two additional one-year periods at a total amount not to exceed \$429,318.

Item: Amendment to PowerSchool Software Purchasing Reference 9375	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 1 Strategy: 1.3

Comment:

The Newark Board of Education desires to amend the current contract for inclusion of additional funding, activation of the Ecollect module to digitize forms aiding in data collection, training sessions, and professional services. PowerSchool Group, LLC, Rancho Cordova, CA, at cost not to exceed from \$382,284.00 to \$492,080.71

Item: Resolution to Consent to the Assignment of Student Career Planning Services Purchasing Reference 9354	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 3 Strategy: 3.4

Comment:

Hobsons Inc. was originally awarded contract 9354 for Student Career Planning Services at the June 22, 2021 Board meeting for a one-year period of July 1, 2021, through June 30, 2022. During the term of this contract, Hobsons Inc. assigned their assets to PowerSchool Group LLC so that Hobsons Inc. rights, duties, obligations, title, and interests related to contract 9354 were likewise assigned to PowerSchool Group LLC.

Item: Renewal of Mentoring Professional Development Services Contract 9267	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 2 Strategy: 2.3

Comment:

The Newark Board of Education accepts and approves the renewal of the term contract for Mentoring Professional Development Services for a one-year period of November 23, 2021, through November 22, 2022, with Newark Mentoring Movement, Newark, NJ, at a cost not to exceed \$400,000. The Mentoring Professional Development Services is to provide mentoring professional development services to ensure mentors support positive youth development, academic outcomes and holistically support the whole student. Subject to the availability of funding.

Item: Amendment of Instructional Professional Development for Health Education and Safe and Supportive Environments Contract 8994	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 5 Strategy: 5.3

Comment:

After public advertisement for Instructional Professional Development for Health Education and Safe and Supportive Environments, a request for Proposal, the Newark Board of Education received a Newark Health and Wellness Project, Grant. The contract period of January 22, 2019, through January 21, 2022, with an option to renew for two successive one-year periods with Center for Supportive Schools, Princeton, NJ at an annual amount not to exceed \$58,000 and Rutgers University, Piscataway, NJ at an annual amount not to exceed \$73,720.

Item: Renewal of Instructional Professional Development for Health Education and Safe and Supportive Environments Contract 8994R1	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 5 Strategy: 5.3

Comment:

The Newark Board of Education received a Newark Health and Wellness Project Grant for Instructional Professional Development for Health Education and Safe and Supportive Environments. The grant seeks to utilize a multi-component, multi-level effort to support youth in Newark reaching adulthood in the healthiest possible way through contracts with Center for Supportive Schools, Princeton, NJ at a cost not to exceed \$120,000 and Rutgers University, Piscataway, NJ at a cost not to exceed \$148,000

Item: Amendment Number Two for Third Party Administrators Purchasing Reference 9288	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 1 Strategy: 1.1

Comment:

The Newark Board of Education is required to secure, budget, and appropriate funds sufficient to cover the cost of medical, vision, dental, and prescription insurances for eligible District employees and their eligible dependents as well as make contributions to the Public Employees Retirement System. The Newark Board of Education accepts and approves the second amendment of term contracts for third party administrators from January 28, 2021, through December 31, 2021, as follows: Group Dental Health Administrators, at a cost not to exceed \$68,000., Brokerage Concepts Inc, King of Prussia, PA, at a cost not to exceed from \$59,000., Benefits Express Schaumburg, IL, at a cost not to exceed from \$49,500.00 to \$52,000., Wageworks, San Mateo, CA (Transit Checks), at a cost not to exceed from \$3,600.00 to \$5,000., PayFlex, Omaha, NE (Cobra Administration), at a cost not to exceed from \$30,000.00 to \$70,000, and Public Employees Retirement System, NJ at a cost not to exceed \$15,760,454.38.

Item: Award of Extended Learning Day Enrichment Services Request For Proposal 9397	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 2 Strategy: 2.1, 2.6

Comment:

The District desires to develop a pool of qualified service providers to deliver high-quality out of school time, including summer enrichment programs and services for students of the Newark Board of Education. The contract with vendors is from November 23, 2021, through November 22, 2023, at an amount not to exceed seven hundred thousand dollars.

Item: Award of Request For Proposal 9432 for Curriculum Professional Development	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 2 Strategy: 2.1, 2.6

Comment:

The District desires to develop a pool of qualified service providers who are capable of providing evidence-based professional development services at the school and/or District level that will result in increased academic performance for Newark students. The contracts with vendors are from the period of November 23, 2021 through November 22, 2023, at an amount not to exceed seven hundred thousand dollars.

Item: Red Hawks Rising Dual Enrollment Program Purchasing Reference 9424	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 2 Strategy: 2.3

Comment:

The Newark Board of Education desires to enter into a contract with Montclair State University to build a pipeline of future teachers and teachers of color by recruiting and supporting Newark Board of Education Teacher Academy students to attend Montclair State University, and ultimately, to enroll in the University's Teacher Education program, so that they return to teach in their communities. The contract is for a three-year period of December 1, 2021, through August 31, 2024, with Montclair State University, Montclair, NJ, at an amount not to exceed \$686,000.

Item: Amendment to Vector Solutions Purchasing Reference 9408	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 1 Strategy: 1.1

Comment:

The Newark Board of Education currently utilizes and desires to continue to utilize Vector Solution's Employee Safety and Compliance platform for employee training and risk reduction. The contract is for a one-year period of October 28, 2021, through October 27, 2022, Scenario Learning LLC doing business as Vector Solution, Tampa, FL at an amount not to exceed from \$43,999.00 to \$58,999

Item: Award of Document Cameras Contract 9422	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority: 2 Strategy: 2.2

Comment:

In response to the COVID-19 National Declaration of Emergency, bids were electronically received on Tuesday, November 16, 2021, after public advertisement for Document Cameras to provide document cameras for classroom use to aid in the establishment of highly-effective learning environments. The contract is for a two-year period from the date of award with the option to renew for one additional two-year period with Paper Clips Inc, Hasbrouck Heights, NJ, at a cost not to exceed \$350,000.

Meeting Adjourned	
The Committee agreed to move all Resolutions Forward to The Full Board	Board Committee Members
Miscellaneous	<ul style="list-style-type: none"> • Budget Calendar • Budget Committee • Election Calendar -Lease Updates <ul style="list-style-type: none"> • 155 Jefferson Street • ST. Casimir's -ARP/ESSER II Spending -Quarter 1 Forecast -Enrollment MOU
Adjournment Time	7:11PM
Minutes Submitted By	Lisa Nicholas